

FILED: *Herold*

RECORDS MANAGEMENT DIVISION

VITAL MATERIALS REPORT FOR WEEK ENDING - 11 JUNE 1954

1. <u>TYPES OF MATERIAL</u>	<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	<u>BALANCE</u>
A. (Measured in cubic feet)			
Documents	.2	0	164.3
Maps	0	0	37.4
Negatives	0	0	125.2
Cards (other than IBM)	0	0	4.2
Total	.2	0	331.1
B. (Determined by actual count)			
Cards (IBM)	5,450	0	3,702,099
Film (Reels) 35mm	0	0	4,999
Film (Reels) 16mm	22	0	1,611

2. MATERIAL NOT ACCESSIBLE TO REPOSITORY PERSONNEL

<u>OFFICE</u>	<u>CABINETS</u>
OCD	1
ORR	1
FI	31
COM	1
OCI	1
OSI	2
Total	37

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	20
1. Number of Offices Depositing	19
2. Number of Offices Not Depositing	1

Audit Office Letter of Exception 5 Feb. 1952

B. Number of Offices With Established Schedules	9
C. Number of Offices in Which Schedules are to be Established	10
D. Offices Depositing This Week	6
E. Offices Delinquent in Depositing (No Deposit in Last 30 Days)	2
General Counsel - Last Deposit 7 May 1954	
Training - Last Deposit 11 Sept. 1953	